Position Description: **Human Resources Officer**

POSITION DETAILS

Position grade	Grade 9		
Position type	Permanent, full-time		
Reports to	Coordinator Human Resources		
Department	Human Resources		
Job function group	Corporate Support		
Staff reporting responsibilities	Nil	**Budget responsibility**	Nil

Our purpose is to provide valuable services that strengthen and support the Cumberland Community.

Decisions, actions and behaviours are governed by our Code of Conduct and Values and the delivery of our services is aligned to the commitments outlined in our Community Strategic Plan, Delivery Plan and Operational Plan. All employees have an accountability to ensure work and conduct is aligned to these.

In contributing to the overarching vision, the Human Resources Officer will provide administrative assistance to the broader Human Resources, Organisational Development team and Council.

QUALIFICATIONS AND EXPERIENCE

Essential

- Relevant qualifications in an administrative or human resources field and/or equivalent experience
- Computer literacy, particularly in the MS Office suite of products
- Excellent written and verbal communication skills
- Proven ability to work productively as a member of a team and contribute to team goals
- Good time management skills
- Ability to maintain confidentiality
- Current drivers licence.

Desirable

- Experience working within an administrative or human resources generalist role
- Basic understanding of Awards and employment conditions relating to the Local Government industry
- Experience working within the Local Government environment.

EMPLOYMENT SCREENING CHECKS

- ☐ Qualification/s verification
- ☐ Drivers licence check (completed upon commencement and in line with Council's annual drivers licence check).

DUTIES AND RESPONSIBILITIES

Administration

- Assist in the maintenance of Council's organisational structure and payroll related information in Techone, including entering new starters and changes in employment conditions
- Manage and administer Council's probation process
- Facilitate Council's exit questionnaire process
- Assist the Human Resources Advisors with various tasks including recruitment, onboarding, offboarding and projects as required
- Assist with undertaking pre-employment checks and annual employment checks, as required
- Update and maintain HR related intranet pages and organisation structure
- Assist with the maintenance and management of Council's corporate uniform procedure
- Assist with the maintenance and administration of Council's contract/contingent workforce
- Assist with the organisation and running of Council's annual Long Service Awards
- Assist in facilitating and processing staff reimbursements
- Coordinate the procurement process for HR related invoices and services
- Review policies and procedures as requested, including template letters, work plans, forms
- Assist in the coordination of annual flu vaccinations, staff recognition program and Employee Assistance Program (EAP)
- Preparation of documents, correspondence, minutes, certificates of service and invoices as required
- Provide general office administration functions including answering telephone calls, taking messages, ordering stationary/materials and record keeping
- Any other administrative tasks as directed by the Manager.

Reporting

- Collect and collate HR statistical data as required
- Maintain HR reporting systems such as monthly KPI reports, quarterly and annual reports
- Participate in ad-hoc HR reporting requests from management and external parties (Council groups, LGNSW etc)
- Manage and administer HR reporting for the organisation, including the MACD and Wispr report.

Business responsibilities

- Undertake research, projects, source information and keep abreast of current trends/practices as required
- Maintain confidentiality regarding sensitive information
- Promote a positive corporate image for Council.

YOUR CORPORATE ACCOUNTABILITES

Work Health and Safety (WHS)

- In accordance with Council's Work Health and Safety Statement, all employees have a responsibility to take reasonable care of their own health and safety, and that of others. To meet this commitment, all levels of management shall be held responsible for ensuring all staff are aware of and have sited this statement.
- Implement, monitor and, or comply with Council's WHS Management System, including but not limited to Safe Work Method Statements, Safe Work Procedures, WHS Policies/Statements, Standard Operating Procedures, Risk Assessments/Work Instructions and associated system tools in their relevant work area
- Comply with any reasonable instructions from Council's Managers in compliance with the WHS Roles and Responsibilities Procedure
- Wear all personal protective equipment (PPE) applicable to this position and comply with Councils Personal Protective Equipment Procedure
- The Executive Managers, Managers, Coordinators and Team Leaders are responsible, and will be held accountable, for ensuring WHS policies and programs are effectively implemented within their areas of control, to support all under their immediate control and hold them accountable for their specific responsibilities.

Child Safe Organisation

- Council fully supports the aims and objectives of NSW Child Protection Legislation and associated provisions, and will implement all necessary measures to ensure a safe and supportive Council environment, which endeavours to promote child safe, child friendly practices.
- If this position is designated as child-related as defined by the Office of the Children's Guardian, you will be required to hold a valid Working with Children Check (WWCC) if over the age of 18. It is an offence under the NSW legislation for barred workers to apply for or otherwise attempt to obtain, undertake or remain in child-related employment.
- If this position is not currently designated as child related, Council may review this at any time and choose to amend the position to be designated as child related. Employees will be duly notified if this was to occur.

Fraud and Corruption Prevention

- Council constantly strives to improve our practices to ensure we uphold the highest ethical standards. Council has a zero tolerance approach to any fraud and corruption, and all staff are required to participate in and support fraud and corruption control initiatives. All officers must report any potential fraud or corruption misconduct to their Manager, Director, or Council's Internal Ombudsman in the first instance, who is obliged to inform the General Manager. Council also has a Public Interest Disclosures Policy which you should review, outlining that Council will consider each report and make every attempt to protect the staff member making the report from any form of reprisal.

Customer Service

- Cumberland City Council are committed to striving for the delivery of excellent customer service. All employees will be held accountable to provide excellent service and the highest level of professionalism whilst performing the duties outlined in their position description.
- To contribute to this customer service oriented culture, it is expected that all employees respond to customer enquiries via all channels of communication relevant to your position, including phone calls, emails and requests/applications tasks via Council's customer request management system. You will also be expected to provide information in a timely, accurate and reliable manner in your position to ensure you deliver a positive customer experience.

SIGNATURE AND ACCEPTANCE OF POSITION

Employee name	
Employee signature	
Date of acceptance	